

## District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2023 AASA Grades 3-8 ELA and Math online, paper based, and Special Paper Version test administration.

**PearsonAccess<sup>next</sup> (PAN) will open for the AASA test administration on December 21, 2022.**

AASA - Before Test Administration		Dates	Resource
<input type="checkbox"/>	<b>Technology Ready</b> - Download the TestNav application on all devices to be used by students for the AASA Grades 3-8 ELA and Math test administration. <a href="http://download.testnav.com">http://download.testnav.com</a>	Ongoing	<a href="http://download.testnav.com">http://download.testnav.com</a>
<input type="checkbox"/>	<b>Special Paper Version (SPV) Test Requests</b> – SPV test accommodations include Braille, Large Print, and Regular Print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: <a href="https://www.azed.gov/assessment/spv2023">https://www.azed.gov/assessment/spv2023</a> . <i>Note: Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after February 24, 2023. Contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> if a student has an injury or illness after February 24, 2023, that necessitates a paper test.</i>	9/6/22-2/24/23	<a href="#">SPV Test Request Process Quick Guide</a>
<input type="checkbox"/>	<b>Additional Accommodations Requests</b> – If a student requires additional accommodations beyond the Universal Tools, Universal Test Administration Conditions, or Accommodations described in the <a href="#">Achievement Accommodations Manual</a> , a request must be submitted to ADE for approval using the secure ADE online form: <a href="https://www.azed.gov/assessment/achievement_aa_fy23">https://www.azed.gov/assessment/achievement_aa_fy23</a> <ul style="list-style-type: none"> <li>Some examples of Additional Accommodations requests to be submitted include American Sign Language (ASL) form of the test or Assistive Technology needed by the student during testing.</li> </ul>	10/11/22-2/24/23	<a href="#">Additional Accommodations Process Quick Guide</a>
<input type="checkbox"/>	<b>District Test Coordinator (DTC) Trainings</b> – Trainings will be available in Winter 2022-2023 and should be completed before tests are administered. <i>Note: DTCs must assure that all Test Administrators (TAs) have received training prior to administering any test session.</i> <a href="https://azachieve.tms.pearson.com/">https://azachieve.tms.pearson.com/</a>	Winter 2022-2023	<a href="https://azachieve.tms.pearson.com/">https://azachieve.tms.pearson.com/</a>
<input type="checkbox"/>	<b>Online Sample Tests and Tutorial</b> – Students should practice with the online sample tests and tutorial so they can become familiar with the test features, tools, and different types of items on the online tests. Online sample tests are located at <a href="https://home.testnav.com/">https://home.testnav.com/</a> . Select “Arizona,” then click on “Mic Check and Sample Tests.” Scoring Guides for AASA Sample Tests are posted on the <a href="#">AASA webpage</a> under “AASA Sample Tests.”	Ongoing	<a href="https://home.testnav.com/">https://home.testnav.com/</a>
<input type="checkbox"/>	<b>Pearson Technology Office Hours</b> – Available in 15 min., 30 min., or 60 min. sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins December 12, 2022. <b>Link to register:</b> <a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a>	1/2/23-1/27/23	<a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a>
<input type="checkbox"/>	<b>Verify Contact Information and Shipping Address in PearsonAccess<sup>next</sup> (PAN)</b> – All changes or corrections must be made by notifying ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> no later than February 13, 2023. <i>Note: If you have multiple districts, you must verify each district separately.</i>	12/21/22-2/13/23	PAN User’s Guide

AASA - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<p><b>Create User Accounts in PAN</b> – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file.</p> <p><i>Note: Users currently in PAN for AZELLA or AzSCI must also have an account created for AASA.</i></p>	Ongoing beginning 12/21/22	PAN User's Guide
<input type="checkbox"/>	<p><b>Participation Count and Materials Due-In-District Window</b> - District Test Coordinators will enter participation counts for AASA Grades 3-8 and select the material due-in-district window for the delivery of test materials.</p> <ul style="list-style-type: none"> <li>Material due-in-district window 1: 3/20/23 - 3/23/23</li> <li>Material due-in-district window 2: 3/27/23 - 3/30/23</li> </ul>	1/9/23 – 1/20/23	PAN User's Guide
<input type="checkbox"/>	<p><b>Revise Student Enrollments in ADE's AzEDS as Needed</b> – The last day to revise enrollments in AzEDS is <b>Wednesday, January 25, 2023</b>. ADE will extract all student information from AzEDS for students enrolled in Grades 3-8.</p>	No later than 1/25/23	
<input type="checkbox"/>	<p><b>Review Students in PAN</b> – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students uploaded will automatically be registered and assigned a test.</p> <p><i><b>Note:</b> Students who qualify for the Alternate Assessment, MSAA, are included in ADE's upload of students. This is because there is no indicator in AzEDS to indicate a student participates in MSAA; however, students who qualify for MSAA <b>should not</b> be administered AASA. These student records do not need to be deleted from PAN because PAN is not used for Accountability purposes.</i></p> <p><i><b>Note:</b> BIE or private school students will not be loaded into PAN as part of the state upload of students.</i></p>	2/6/23	PAN User's Guide
<input type="checkbox"/>	<p><b>Add New Students in PAN</b> – Students who are not included in the ADE upload of students to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test. Students added through an import file will be registered and assigned a test automatically through the import process.</p> <p><b>Paper-Based Testing (PBT) Schools:</b> Add new students in PAN no later than February 17, 2023, to receive Pre-ID labels.</p>	<p>2/7/23- Prior to testing</p> <p><b>PBT Schools:</b> 2/7/23 – 2/17/23 (to receive Pre-ID labels)</p>	PAN User's Guide
<input type="checkbox"/>	<p><b>Create Testing Groups (Optional)</b> – The Testing Groups function may be used to group students by classroom or testing days.</p>	2/7/23- Prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>Submit Work Requests in PAN as Needed</b> – A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request.</p>	2/7/23- Prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>Special Paper Version (SPV) or American Sign Language (ASL) Test Sessions in PAN (ADE)</b> – ADE will move students approved for SPV tests into SPV or ASL tests into the appropriate SPV or ASL test sessions and will also indicate the SPV or ASL accommodation in the student's profile in PAN.</p> <p><i>Note: ADE will begin this task for SPV tests on 2/7/23.</i></p>	2/7/23- Prior to testing	

AASA - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<p><b>Receive and Inventory Initial Materials Shipments</b></p> <p><b>Computer-Based Testing (CBT) Schools:</b> Initial shipment includes Test Coordinator's Manuals (TCMs) and Test Administration Directions (TADs)</p> <p><b>Paper-Based Testing (PBT) Schools:</b> Initial shipment includes secure test booklets, TCMs, TADs, Pre-ID labels, and return shipment materials.</p> <ul style="list-style-type: none"> <li>Boxes that PBT materials are shipped in must be saved to use for returning test booklets to Pearson after testing.</li> </ul>	<p><b>Week 1:</b> 3/20/23 – 3/23/23</p> <p><b>Week 2:</b> 3/27/23– 3/30/23</p>	Test Coordinator's Manual
<input type="checkbox"/>	<p><b>Additional Order Window</b> – Place Additional Order for materials if needed. <b>All Additional Orders will be reviewed for approval by ADE.</b></p> <p><b>PBT Schools:</b> If there is not a sufficient number of test booklets in the initial shipment of materials, an Additional Order may be placed.</p> <p><b>CBT and PBT Schools:</b> A <b>limited</b> number of paper copies of the Test Coordinator's Manual (TCM) and Test Administration Directions (TAD) may be ordered during the Additional Order window. TCMs and TADs will be included in initial orders and will also be available electronically in PAN and on the ADE website.</p> <ul style="list-style-type: none"> <li>ADE will place an order for any approved SPV tests as well as the nonscorable labels and UPS shipping labels needed for returning SPV tests to Pearson.</li> <li>Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing.</li> </ul>	<p><b>Order Window for PBT Test Materials:</b> 3/24/23-4/5/23</p> <p><b>Order Window for CBT SPV Test Materials:</b> 3/24/23-4/21/23</p> <p><b>Order Window for Return Materials:</b> 3/24/23-4/28/23</p>	PAN User's Guide
<input type="checkbox"/>	<p><b>Prepare for Testing</b> – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session for computer-based testing include scheduled sessions, session student roster, and secure Testing Tickets. These activities must be started several days prior to testing.</p>	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>Testing Tickets</b> – Print Testing Tickets for each student. Testing Tickets contain student information and should be treated as secure test materials.</p>	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>CBT Schools: Prepare Test Session(s) in PAN</b> – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.</p> <p><b>PBT Schools: Prepare for Testing</b> – Verify information on the student's Pre-ID label. Apply Pre-ID labels onto the test booklets prior to testing.</p> <ul style="list-style-type: none"> <li>If any student does not have a Pre-ID label or if the information on the Pre-ID label is incorrect, the student demographic information on the paper test booklet must be bubbled in prior to testing.</li> </ul>	Several days prior to testing	PAN User's Guide

AASA - Test Administration		Dates	Resource
<input type="checkbox"/>	<b>CBT Schools: AASA Grades 3-8 ELA Writing Test Window</b> <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/3/23-4/14/23	CBT Test Administration Directions
<input type="checkbox"/>	<b>CBT Schools: AASA Grades 3-8 ELA (Reading and Oral Reading Fluency) and Math Test Window</b> <ul style="list-style-type: none"> <li>Only Grade 3 students will take the ELA Oral Reading Fluency test unit.</li> <li>CBT schools will administer the Grade 3 Oral Reading Fluency test online in TestNav in small groups.</li> </ul> <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/3/23-4/28/23	CBT Test Administration Directions
<input type="checkbox"/>	<b>PBT Schools: AASA Grades 3-8 Test Window</b> <ul style="list-style-type: none"> <li>ELA Writing should be scheduled for April 3 or 4, 2023.</li> <li>Only Grade 3 students will take the ELA Oral Reading Fluency test unit.</li> <li>PBT schools will administer the Grade 3 Oral Reading Fluency test on a landline speaker telephone in a one-to-one test administration.</li> </ul> <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/3/23-4/12/23	PBT Test Administration Directions
<input type="checkbox"/>	<b>CBT Schools: Start and Unlock Test Session</b> – On testing day, a test session must be started and unlocked for <b>students present</b> for testing. This must be completed by Test Administrators before students can log in to TestNav.	Day of Testing	PAN User's Guide
<input type="checkbox"/>	<b>Manage Test Units</b> – Test Administrators may monitor a student's test progress in PAN.	4/3/23-4/28/23	PAN User's Guide
AASA - After Test Administration		Dates	Resource
<input type="checkbox"/>	<b>Return PBT and SPV Materials to Pearson</b> – Collect all PBT and SPV test booklets from Test Administrators. Follow the packing and return shipment instructions for each in the Test Coordinator's Manual.  <b>PBT Schools:</b> If return shipment of materials, including paper test booklets and SPV tests, is not picked up by UPS by <b>April 13, 2023</b> , contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> .  <b>CBT Schools:</b> If return shipment of SPV materials is not picked up by UPS by <b>May 1, 2023</b> , contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> .  <b>All PBT test booklets must be returned as scorable materials.</b> <b>All SPV test booklets must be returned as nonscorable materials.</b>	<b>PBT:</b> 4/10/23-4/13/23  <b>CBT SPV:</b> 4/10/23-5/1/23	Test Coordinator's Manual
<input type="checkbox"/>	<b>Other Testing Materials</b> - Securely destroy Testing Tickets and student scratch paper. Test Coordinator's Manuals and Test Administration Directions are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator's Manual
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grade 3 ELA (with the Move on When Reading result) and Math electronic score reports and Student Data Files will be available to view, download, and print in PAN.	5/15/23	PAN User's Guide & AASA Reporting Guide
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grades 4-8 ELA and Math electronic score reports and Student Data Files will be available to view, download, and print in PAN.	5/25/23	PAN User's Guide & AASA Reporting Guide

AASA - After Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grades 3-8 ELA and Math On Demand electronic score reports will be available to view in PAN. The AASA Parent Portal will also be available.	6/14/23	AASA Reporting Guide
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grades 3-8 ELA and Math Longitudinal and Historical electronic score reports will be available to view in PAN.	6/16/23	AASA Reporting Guide
<input type="checkbox"/>	<b>Score Reports (Paper)</b> – Paper copies of student score reports will be delivered to districts and charters.	6/15/23	AASA Reporting Guide
<input type="checkbox"/>	<b>Late Reporting/Score Corrections</b> – It is the responsibility of the schools and district to verify that all students who tested received scores back. Any discrepancies must be reported to <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> as soon as possible and no later than Friday, <b>June 30, 2023</b> .	No later than 6/30/23	
<input type="checkbox"/>	<b>Complete corrections in ADEConnect</b>	6/30/23	
<input type="checkbox"/>	<b>Late Reporting/Score Corrections Reports (Electronic)</b> – AASA Grades 3-8 ELA and Math electronic score reports and Student Data Files will be available to view, download, and print in PAN.	9/1/23	PAN User's Guide & AASA Reporting Guide
<input type="checkbox"/>	<b>Late Receipts/Score Corrections Reports (Paper)</b> – Paper copies of student score reports will be delivered to districts and charters.	9/15/23	AASA Reporting Guide
Spring 2022 AASA Resources			
<p><b>Resources for completing all AASA Grades 3-8 ELA and Math tasks will be posted in PearsonAccess<sup>next</sup>:</b>  <a href="https://az.pearsonaccessnext.com">https://az.pearsonaccessnext.com</a></p> <ul style="list-style-type: none"> <li>• PearsonAccess<sup>next</sup> User's Guide</li> <li>• PearsonAccess<sup>next</sup> Quick Guides</li> <li>• TestNav Online User Guide</li> <li>• AASA Grades 3-8 ELA and Math Test Coordinator's Manual (TCM)</li> <li>• AASA Grades 3-8 ELA and Math Test Administration Directions (TAD)</li> </ul> <p>Resources will also be posted on ADE's District Test Coordinator webpage as they become available.</p> <p><b>ADE Websites and Resources:</b></p> <ul style="list-style-type: none"> <li>• Achievement District Test Coordinator's webpage: <a href="https://www.azed.gov/assessment/achievement-dtcs">https://www.azed.gov/assessment/achievement-dtcs</a></li> <li>• AASA webpage: <a href="https://www.azed.gov/assessment/aasa">https://www.azed.gov/assessment/aasa</a></li> <li>• <a href="#">Arizona Accommodations Manual</a></li> <li>• <a href="#">SPV Test Request Process Quick Guide</a></li> <li>• <a href="#">Additional Accommodations Request Quick Guide</a></li> </ul>			
Contact Information			
<p><b>Contact ADE</b> at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a>.</p> <p><b>Contact Pearson:</b> Visit PearsonAccess<sup>next</sup> at <a href="https://az.pearsonaccessnext.com">https://az.pearsonaccessnext.com</a> and click on the "Contact Arizona Support" link.</p>			